



CITY AND COUNTY OF DENVER
Career Service Authority
201 W Colfax Ave, Dept 412, Wellington E.
Webb Municipal Office Building
Denver, CO 80202

<http://www.denvergov.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Emergency Management Planning Specialist (Emerg Mgmt Coordinator)**

An Equal Opportunity Employer

SALARY

\$46,440.00 - \$74,088.00 Annually

OPENING DATE: 07/27/06

CLOSING DATE: 08/18/06

THE POSITION

The Denver Office of Emergency Management is seeking a Planning Specialist to performs full performance professional level emergency management work developing, coordinating, and implementing emergency operations plans and operating procedures.

JOB RESPONSIBILITIES

This position will be responsible for updating and maintaining the Emergency Operation Plan (EOP) Base Plan in addition to the Emergency Support Function (ESF) Appendix and all Annexes to the Base Plan for the City and County of Denver. This position will also be responsible for coordinating and facilitating the EOP with all the City Departments to ensure the establishment of job aids to support the SOPs, coordinating with the Training and Exercise Specialist to ensure all plans have been trained and exercised, and modify training plans as necessary. The position will be responsible for establishing, managing and supervising a Planning Section upon opening of the Emergency Operations Center (EOC) and creating an Incident Action Plan (IAP) in accordance with NIMS and ICS. Performs duty officer functions on a rotating basis, evaluates emergency/crisis incidents, coordinates agency and city/county response, and performs operational duties at emergency/crisis location.

MINIMUM QUALIFICATIONS

Requires a Baccalaureate degree in Emergency Management, Business Administration, Public Administration, Political Science or related field plus three years of professional experience developing, coordinating and implementing emergency operations plans, standard operating procedures, continuity of operations plans, and incident action plans as well as experience implementing the National Incident Management System (NIMS) and the Incident Command System (ICS) as the basis for developing emergency plans. A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

The ideal candidate will also possess experience working with an Emergency Management, Department of Defense, or first responder agency, and possess a thorough working knowledge of the National Response Plan and have a basic knowledge of GIS applications.

ADDITIONAL INFORMATION To be considered for this position qualified candidates must apply on-line at www.denvergov.org/jobs . 100% Supplemental Exam

RESUMES MAY BE FILED ONLINE AT:
<http://www.denvergov.org/jobs>

EXAM #00231
EMERGENCY MANAGEMENT PLANNING SPECIALIST (EMERG
MGMT COORDINATOR)

